STUDENT NAME		SID #	
PROGRAM CHAIR		DATE	

PROGRAM REQUIREMENTS

Course	Course Title	CR	Requested Substitution/Transfer Credits (if applicable) College/University	Course	CR	Completed Grade	Quarter	Year
CORE COURSEWORK								
BTS 109	Business Communications	5						
BTS 110	Web Essentials	5						
BTS 144	Personal Information Manager	3						
BTS 147	Presentation Design & Delivery	3						
BTS 163	Business Document Design Comprehensive	5						
BTS 165	Business Spreadsheet Analysis & Design	5						
BTS 293	Professional Skills	5						
Choose 5 credits from the following:		5						
BUS 145 MATH xxx	Business Mathematics (5 Cr) College level math (MATH 107 or higher) (5 Cr)							
Choose 5 credits from the following:		5						
BTS 189 BTS 201 BTS 210	Webpage Authoring Essentials (5 Cr) Content Management Systems (5 Cr) Collaborative Online Workspaces (5 Cr)							
Choose 10 credits from the following:		10						
BTS 168 BTS 186 BTS 187 BTS 188 BTS 265 BTS 268 BTS 280 BTS 289	Business Data Management Tools (5 Cr) Publication Design Essentials (5 Cr) Publication Design for Print (5 Cr) Intro to Digital Content (5 Cr) Adv. Business Spreadsheet Analysis & Design (5 Cr) Advanced Business Data Management Tools (5 Cr) Project Planning, Tracking & Reporting (5 Cr) Emerging Web Development Technologies (5 Cr)							
TOTAL		**51**						

The Administrative Assistant certificate prepares students to provide general office administrative support that requires business communication, office administration, business math, customer relations and office software applications skills. The curriculum includes office applications software courses, business communication and electronic communication tools, office technology, office administration and business math. Students will also have elected additional practice in one or more of the following areas: desktop publishing applications, project management applications, advanced skills in database and spreadsheet applications, computerized accounting applications, online collaboration, organizational behavior, small group communication.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- Apply business office administration skills such as information processing, critical thinking, leadership and ethical decision making in the workplace
- Critically apply software skills to solve business problems in a variety of situations
- Apply basic desktop publishing skills in Web or print design to publication designs
- Work at the expert level with applications used for e-mail and information, presentations, and word processing
- Work at an advanced level with applications used for spreadsheets and databases
- Apply business math concepts to workplace problems

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/ bts/#adminassistant

GAINFUL EMPLOYMENT DISCLOSURE

For details about our graduation rates, the median debt of students who completed the program, and other important information, please visit *www.bellevuecollege.edu/legal/publicdisclosure*

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